

Chi Chapter of IEEE-Eta Kappa Nu  
Chapter Operations Manual

Established: February 20, 1926

**ARTICLE 1: Chapter Charter**

**Section 1:** The name of this Chapter is the Chi Chapter of IEEE-Eta Kappa Nu.

**Section 2:** This Chapter is located at Lehigh University, Bethlehem, Pennsylvania.

**Section 3:** The Chi Chapter was installed on February 20, 1926. The chapter was reinstalled on December 5, 2014 by Christina Catalano, Bradley Natarian, and Jamie Cahill.

This organization may be referred to as Chi Chapter of IEEE-Eta Kappa Nu.

**ARTICLE 2: Chapter Operations Manual**

**Section 1:** This Chapter Operations Manual shall be the official governing document of *Chi* Chapter of IEEE-Eta Kappa Nu. This Operations Manual is subordinate to the IEEE-Eta Kappa Nu Operations Manual, the IEEE-Eta Kappa Nu Process Manual, and future changes in those documents. The most recent version of these documents are available electronically from the IEEE-HKN web site <http://www.hkn.org>.

**Section 2:** The original Chapter Operations Manual must be approved by a  $\frac{2}{3}$  majority vote of all student Chapter charter members, any required university organizations, and the IEEE-Eta Kappa Nu Board of Governors.

**Section 3:** Amendments to this Chapter Operations Manual must be approved by a majority vote of all student Chapter charter members, any required university organizations, and the IEEE-Eta Kappa Nu Board of Governors.

**ARTICLE 3: Chapter Objectives**

**Section 1:** To uphold the purposes and ideals of IEEE-Eta Kappa Nu as set forth in the IEEE-Eta Kappa Nu Operations Manual.

**Section 2:** To promote and encourage excellence in electrical and computer engineering and IEEE-designated fields of interest for the betterment of fellow students, the university, and the public at large.

**Section 3:** To foster a spirit of respect and cooperation with the faculty of the University.

**Section 4:** *To cooperate with and support the activities of the local IEEE student branch.*

**Section 6:** *To cooperate with other Chapters of IEEE-Eta Kappa Nu.*

#### **ARTICLE 4: Chapter Emblem, Colors, Insignia, and Publication**

**Section 1:** The official emblem, colors, insignia, and publication of IEEE-Eta Kappa Nu are detailed in the IEEE-Eta Kappa Nu Operations Manual.

**Section 2:** The official publication of Chi Chapter shall be *The Heaviside*.

#### **ARTICLE 5: Chapter Office, Records, and Trustees**

**Section 1:** The records of the Chi Chapter, including Chapter correspondence, membership signature book, financial records, checkbooks, Chapter meeting minutes and other records deemed important, shall be located at Packard Laboratory.

**Section 2:** A Faculty Advisor shall serve as a liaison between the Chapter and the university. The requirements and responsibilities of the Faculty Advisor are detailed in the IEEE-Eta Kappa Nu Operations Manual.

**Section 3:** A Trustees Committee shall be appointed by the school official who signed the Chapter petition. The Trustees Committee shall be chaired by the Faculty Advisor. Should the Chapter become inactive, the trustee committee shall:

- a. Be custodian of all funds, records, and paraphernalia of the Chapter.
- b. Have full power to act and vote for the Chapter during the period of inactivity exactly as if the Chapter was in active participation.
- c. Have full power, with the approval of the IEEE-Eta Kappa Nu Executive Director, to reorganize and reactivate the Chapter when it deems the time is appropriate.

#### **ARTICLE 6: Eligibility and Qualification**

**Section 1:** Undergraduate students, graduate students, and meritorious professionals such as faculty or distinguished alumni are eligible for induction IEEE-Eta Kappa Nu. The requirements for induction are detailed in the IEEE-Eta Kappa Nu Operations Manual.

**Section 2:** Undergraduate candidates must have been in regular attendance at University for at least one semester prior to the time of consideration.

**Section 3:** No candidate shall be considered for membership if they have on their record a failure in any subject on the regularly prescribed curriculum.

#### **ARTICLE 7: Induction**

**Section 1:** Eligible candidates shall be invited to attend an orientation reception. The purpose of the reception is to acquaint the prospective candidates with IEEE-Eta Kappa Nu, requirements for membership, and the current members with the prospective members.

**Section 2:** Eligible students shall be elected to pledging candidates on the basis of the following three considerations:

- a. Compliance with the eligibility requirements in Section 6.

- b. Extra-curricular activities and/or outside work.
- a. Personality and character, without regard to sex, race, religion, political belief, or other legally protected status. (Reference [www.hkn.org](http://www.hkn.org) for suggested activities for inviting students to membership, possible initiate activities, and additional procedures to encourage candidates to accept this invitation to membership.)

**Section 3:** Candidates shall be notified of their election individually by postal mail or electronic mail [within 48 hours] after the election. All letters shall be mailed simultaneously.

**Section 4:** All who accept the invitation to membership shall be notified of the induction date, time, place, dress code, and procedures for the induction.

**Section 5:** Names and contact information for all candidates to be inducted shall be sent to IEEE-Eta Kappa Nu headquarters a minimum of three weeks prior to the induction date to enable membership certificates to be prepared for the initiation ceremony.

**Section 7:** The formal induction shall proceed according to the Induction Ritual shown on the IEEE-Eta Kappa Nu website. To be inducted into IEEE-Eta Kappa Nu, an inductee MUST attend an induction ceremony. IEEE-Eta Kappa Nu headquarters must be notified of inductees whose fees and information have been paid and recorded but who fail to attend the induction ceremony.

## **ARTICLE 8: Requirements for membership**

### **Section 1: Attendance Requirements**

Brothers are expected to attend all official Eta Kappa Nu chapter meetings. If a brother has more than 2 unexcused absences during the course of a semester, he/she shall be placed on probation for the following semester. Once on probation, if a brother has 2 or more unexcused absences, his/her membership will be rescinded. If a brother has 4 or more unexcused absences during the course of a semester, his/her membership shall be rescinded upon completion of the semester.

### **Section 2: Academic Requirements**

GPA thresholds are determined yearly at the conclusion of the spring semester. Each brother's academic standing shall be reevaluated upon the conclusion of each semester. Brothers whose GPA fall below threshold are placed on academic probation for the following semester. Once a brother is placed on academic probation, upon conclusion of semester, if his/her GPA has not risen above the GPA threshold required for membership, his/her membership shall be rescinded.

### **Section 3: Service Requirements**

Attendance policy concerning service events is to be determined at a later date.

### **Section 4: Fundraising requirements**

Attendance policy concerning fundraising events is to be determined at a later date.

## **Section 5: Conditional Status**

Conditional status is reserved for members who, due to extenuating circumstances, are unable to fulfill their duties and obligations as a brother of Eta Kappa Nu. A brother in conditional status is still expected to pay dues and is invited to attend any chapter meetings or events but will not be held to any requirements or attendance policies. Conditional status is granted on a per semester basis. To be considered for conditional status a brother must first submit a written statement as to why they qualify for conditional status. The statement is then presented to the chapter and the brother is given the opportunity to further plead their case. Without the brother present, the chapter is given the opportunity to deliberate and then vote whether to grant conditional status to the brother in question. A majority ruling is required for the granting of conditional status.

## **ARTICLE 9: Chapter Officers**

Section 1: Chapter officers shall be elected once every year. All newly elected officers shall take office at the conclusion of the last Chapter meeting of the year. All outgoing officers shall transfer their files and explain the duties of the office to the incoming officers at or before the last meeting of the semester, or year.

**Section 2:** Elections are to be held to allow sufficient time to ensure a smooth transition of officers.

**Section 3:** The required officers and their duties are detailed in the IEEE-Eta Kappa Nu Operations Manual. The results of the election should be reported in the Notice of Election of Officers form available through the IEEE-HKN website.

**Section 4:** Any vacancy in the Chapter offices shall be filled at the first regular meeting after the vacancy occurs or, when possible, before the vacancy occurs.

## **Section 5: President**

The President is in charge of all chapter activities. The President is expected to facilitate all chapter and executive board meetings. The President may appoint individuals to serve on any committee and appoint committee chairs on an ad-hoc basis. The President reserves the right to veto any project or event proposal.

## **Section 6: Vice-President**

The Vice-President assists the President in his/her regular duties. The Vice-President also oversees all chapter committees and is in charge of correspondence between the Executive Committee and all other chapter committees. Lastly, the Vice President assumes the role of President if the President is unable or unwilling to perform his/her duties.

## **Section 7: Secretary**

The Secretary is responsible for recording the attendance and minutes of each chapter meeting. In addition, the Secretary is in charge of correspondence with chapter members, the ECE department, and other members of the Executive Committee. Lastly, the Secretary is responsible for maintaining the official chapter calendar on which all chapter meetings and events shall be listed.

### **Section 8: Treasurer**

The Treasurer's main duty is to log all chapter financial transactions and to keep maintain the chapter's account. The Treasurer also serves as chair of the Fundraising committee, see below.

### **ARTICLE 10: Faculty Advisor(s)**

**Section 1:** A Faculty Advisor shall serve as a liaison between the Chapter and the university. The requirements and responsibilities of the Faculty Advisor are detailed in the IEEE-Eta Kappa Nu Operations Manual.

### **ARTICLE 11: Executive Committee**

**Section 1:** *The executive committee shall consist of the President, Vice President, Secretary, Treasurer, and Faculty Advisor.*

**Section 2:** *The executive committee shall have the power to make decisions affecting the day-to-day operation of the Chapter between regularly scheduled Chapter meetings.*

**Section 3:** *The executive committee shall serve as a planning committee for activities throughout the semester and shall propose the initial agendas for the regular or special Chapter meetings.*

**Section 4:** *The Faculty Advisor must be invited to all executive committee meetings, but is not required to attend.*

**Section 5:** *Decisions of the executive committee may be overturned by a two thirds majority vote of the Chapter.*

### **ARTICLE 12: Committees**

**Section 1:** *In addition to the standing committees specified below, the Chapter president shall appoint such other committees as he or she deems necessary with the approval of the executive committee, or as deemed necessary, by the Chapter.*

**Section 2:** *Committee membership shall be on a volunteer basis by each Chapter member.*

**Section 3:** *The president may appoint individuals to serve on any committee. Committee chairs shall:*

- *Be elected by the Chapter members*
- *OR be appointed by the Chapter president*
- *OR be elected by committee members.*

**Section 4:** *The Standing Committees of the Chapter are: Service, Social, Fundraising, and Pledge Committee*

**Section 5: Pledge Committee** – *the chair of the pledge committee shall be appointed by majority vote of the chapter.*

- a. *Operates the pledging procedure in a dignified and serious manner.*
- b. *Arranges the proceedings of the induction of each group of inductees as prescribed by the IEEE-Eta Kappa Nu Operations Manual and IEEE-Eta Kappa Nu Induction Ritual.*
- c. *Arranges any other social affairs that may be held, including orientation receptions.*

**Section 6: Fundraising Committee:** *The treasurer shall serve as chair of the fundraising committee.*

- a. *Identifies and implements Chapter fundraising activities.*

**Section 7: Service Committee**

- a. *Identifies and presents service opportunities to Chapter members that may include departmental, university and community service projects.*

**Section 8: Social Committee**

- a. *Identifies and presents social opportunities to Chapter members.*

**ARTICLE 13: Chapter Meetings**

**Section 1:** A quorum for the legal transaction of Chapter business shall consist of at least 50% of the active members of the Chapter. Student members pursuing a cooperative program or those who are off the campus on an industrial assignment at the time of a meeting shall not be counted in the total membership for the purpose of determining a quorum.

**Section 2:** A minimum of 4 regular meetings shall be held each semester according to a schedule published at the beginning of the semester.

**Section 3:** The Chapter president may call a special meeting at any time and shall be required to call a special meeting within two weeks upon request of five active members or the Faculty Advisor.

**Section 4:** The rules governing this organization for conducting business shall be, in order of precedence:

- a. The IEEE-Eta Kappa Nu Operations Manual
- b. The IEEE-Eta Kappa Nu Process Manual
- c. This Operations Manual
- d. The latest version of Robert's Rules of Order.

**Section 5:** Except as provided in this Operations Manual, all questions of order shall be decided by the Executive Committee.

**Section 6:** The recommended order of a general business meeting shall be as follows:

- a. Roll Call
- b. Reading of minutes of previous meeting
- c. Officer Reports
- d. Committee Reports

- e. Old Unfinished Business
- f. New Business
- g. Election of Officers (if on agenda)
- h. Election of New Members (if on agenda)
- i. Appointment of Committees (if needed)
- j. Special Papers and Presentations
- k. Announcements, Discussion
- l. Adjournment

#### **ARTICLE 14: Dues, Fees, and Assessments**

**Section 1:** The induction fee shall be determined by the IEEE-Eta Kappa Nu Board of Governors and reported by IEEE-Eta Kappa Nu Headquarters.

**Section 2:** A local induction fee may be accessed by the Chapter. This fee shall be equal to the local fee during the previous semester, unless the Chapter has voted for a change in fees.

**Section 3:** *The Chapter's Executive Committee, at their discretion, can waive an individual's fees with just cause. The Treasurer shall be instructed to pay the Association's fee from Chapter funds.*

#### **ARTICLE 15: Chapter Funds**

**Section 1:** There shall be a General Fund consisting of local Chapter dues, fees, assessments, bank interest, and proceeds collected from other Chapter activities. The general fund shall be used to pay all operating expenses of the Chapter.

**Section 2:** Chapter Accounts should be open/created at any Nationalized Bank on the name of your Student Chapter. Your bank account should be an interest bearing requiring two signatures, 1. Faculty Advisor 2. Treasurer/Chair (the Faculty Advisor should always be one of those signatures.)

**Section 3:** Monies shall be deposited in an account approved by the university and the officers of the Chapter.

**Section 4:** The name on the account shall be the *Chi* Chapter of IEEE-Eta Kappa

**Section 5:** The Treasurer shall establish and administer the General Fund and all accounts. The Treasurer shall have the authority to open accounts and to deposit funds.

**Section 6:** Multiple accounts may be opened to separate funds from various Chapter programs.

**Section 7:** Disbursements from any Chapter account shall be approved by the Chapter members or may be approved by the executive committee if under USD 50. All disbursements require at least two signatures.

**Section 8:** The treasurer shall prepare a financial report for each regular meeting of the Chapter. The financial report shall include current balances, reports of deposits and expenditures since the last meeting, and an estimate of upcoming deposits and expenditures. The treasurer shall keep books open to inspection by any member of the Chapter during a regularly scheduled meeting.

**Section 9:** The newly elected treasurer and one other member appointed by the president shall perform an audit of the treasurer's books at the end of the treasurer's term.

**Section 10:** The fiscal year for reporting revenue and expenses shall be 1 July through 30 June.

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**Approvals**

The above Chapter Operations Manual was approved by the members of *Chi* Chapter at a general business meeting held on 2/13/15 with 19 members present and was approved by a vote of 19 in favor and 0 opposed. This Operations Manual shall become effective on 2/14/14.

Certified by: *Jamie Cahill*  
Date: 2/13/2015

Approval by the IEEE-Eta Kappa Nu Board of Governors and Executive Director:

_____	_____
President	Date
_____	_____
Vice President	Date
_____	_____
Past President	Date
_____	_____
Executive Director	Date